

Memorandum

MIAMI-DADE
COUNTY

Date: September 7, 2006

To: Department Directors

From: Donald S. Allen, Director
Employee Relations Department

Subject: REVISED Bi-weekly Pay Periods and County Holidays - 2007

The following bi-weekly pay periods and pay days for the year 2007 are to be used for leave accrual purposes and to establish employee leave and pay anniversary dates.

PP#	Pay Period Begin	Pay Period End	Pay Day		PP#	Pay Period Begin	Pay Period End	Pay Day
*1	12/18/2006	12/31/2006	1/5/2007		14	6/18/2007	7/1/2007	7/6/2007
2	1/1/2007	1/14/2007	1/19/2007		15	7/2/2007	7/15/2007	7/20/2007
*3	1/15/2007	1/28/2007	2/2/2007		16	7/16/2007	7/29/2007	8/3/2007
4	1/29/2007	2/11/2007	2/16/2007		17	7/30/2007	8/12/2007	8/17/2007
5	2/12/2007	2/25/2007	3/2/2007		18	8/13/2007	8/26/2007	8/31/2007
6	2/26/2007	3/11/2007	3/16/2007		19	8/27/2007	9/9/2007	9/14/2007
7	3/12/2007	3/25/2007	3/30/2007		20	9/10/2007	9/23/2007	9/28/2007
8	3/26/2007	4/8/2007	4/13/2007		*21	9/24/2007	10/7/2007	10/12/2007
9	4/9/2007	4/22/2007	4/27/2007		22	10/8/2007	10/21/2007	10/26/2007
10	4/23/2007	5/6/2007	5/11/2007		23	10/22/2007	11/4/2007	11/9/2007
11	5/7/2007	5/20/2007	5/25/2007		*24	11/5/2007	11/18/2007	Wednesday 11/21/2007
12	5/21/2007	6/3/2007	6/8/2007		25	11/19/2007	12/2/2007	12/7/2007
13	6/4/2007	6/17/2007	6/22/2007		26	12/3/2007	12/16/2007	12/21/2007

* Revised schedule for PAR pick up due to holiday

The following are the thirteen (13) County-observed holidays for the year 2007, unless otherwise specified by collective bargaining agreement.

New Year's Day 2006, Monday, January 1, 2007
Martin Luther King's Birthday, Monday, January 15
President's Day, Monday, February 19
Memorial Day, Monday, May 28
Independence Day, Wednesday, July 4
Labor Day, Monday, September 3
Columbus Day, Monday, October 8

Veterans Day, Monday, November 12
Thanksgiving Day, Thursday, November 22
Friday after Thanksgiving, Friday, November 23
Christmas Day, Tuesday, December 25
Employee's Birthday
Floating Holiday

The Floating Holiday is to be taken at the mutual convenience of the employee and the department. This holiday is not compensable and cannot be accrued or transferred from one fiscal year to the next. Only career employees having more than nine (9) pay periods of County service are eligible to use this holiday. The employee earns this holiday at the beginning of each fiscal year (October 1st).

The Birthday Holiday is also taken at the mutual convenience of the employee and the department and must be taken within six months of occurrence or it is forfeited. Neither the Birthday Holiday nor the Floating Holiday is paid out at termination.

Employees who are out of pay status for any portion of the day before or after a holiday will not be eligible to be paid for, or bank, the holiday.

cc: George M. Burgess, County Manager
County Manager's Assistant
Departmental Personnel Representatives
ERD Sr. Staff
Union Presidents